



FIRBANK  
GRAMMAR

VINCIT QUI SE VINCIT  
- one conquers, who conquers oneself

## EARLY LEARNING CENTRE TOILETING POLICY

National Quality Standard Related Standards/Regulations

Standard 2.2  
Element 2.1.2

**Safety**

Health practices and procedures: Effective illness and injury management and hygiene practices are promoted and implemented.

Standard 5.1

**Relationships between educators and children:**

**Respectful and equitable relationships are maintained with each child.**

Element 5.1.2

Dignity and rights of the child: The dignity and rights of every child are maintained.

**Please note: This policy does not apply to students with diagnosed additional needs. In cases such as these, individual solutions are attained in consultation between parents, medical professionals, classroom teachers and Director of Early Learning.**

**Aim:** For parents and staff at the Early Learning Centre to have a clear and shared understanding of the toilet training requirements for children entering and attending the ELC, and the practices employed by staff around toileting.

**Explanation:** Building independence and autonomy in relation to toileting is an important skill of early childhood. Alongside this, the health and hygiene of children in relation to toileting is of primary importance, as are considerations for child protection measures.

**Practice:** The ELC does not have the facilities, nor the staffing capability, to cater for children wearing nappies during the day. As such, it is a requirement that all students commencing in the ELC at the beginning of a school year, or at any point during the school year, are fully toilet trained.

**“Fully toilet trained” is defined as:**

- The child is able to independently acknowledge their need to go to the toilet, and take the necessary actions to successfully manage this ie. they are able to recognize the need and get themselves to the toilet successfully with minimal or without prompting from a staff member.
- The child is able to independently manage undressing and dressing them self in relation to using the toilet.
- The child is able to clean them self after urinating and defecating.
- The child knows to flush the toilet and wash their hands after using the toilet.
- The child does not require a nappy during rest/nap time.

It is recognized that, when a child attends an enrolment interview in relation to a place at the ELC, they may not be fully toilet trained at the time of the interview. In this circumstance, any letter of offer will be subject to full toilet training and parents are required to provide an honest assessment of their child's toilet training status prior to the child commencing at the ELC. Should the child not be fully toilet trained, parents may discuss further options with the Director of ELC. Options may include: holding off entry for a period of time, delaying entry until later in the year (subject to a position being available), delaying entry until the following year.

If a child commences at the ELC and it becomes clear that they are not fully toilet trained, or a child commences at the ELC and then regresses in their ability to independently toilet them self, a meeting will be arranged involving the Classroom Teacher and child's parents to discuss the situation. The Director of ELC may also attend. This meeting will address the possibilities of physical, emotional or psychological influences on a child's ability to toilet independently. The Classroom Teacher and the child's parents will, where possible, develop a shared plan for addressing and supporting the child in their toileting. In some circumstances, particularly if it is clear the child is not developmentally ready for toilet training, parents may be asked to keep the child at home for a period of time to allow the child the necessary time and attention needed to become fully toilet trained. Full fees are required to be paid to continue to hold a child's position at the ELC during this time.

**Responsibility for a child's toilet training lies with the child's parents/guardians.**

It is recognized that young children who are “fully toilet trained” may experience occasional toileting accidents. Staff at the ELC are understanding of this and will sensitively assist a child who has had a toilet accident to clean them and change into clean, dry clothes. Parents will be informed daily of any toilet accidents that occur during the school day.



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Parents are to ensure there is always a clean change of clothes in their child's school bag; in particular, pants/shorts, underpants and socks. These items should be consistent with the school uniform ie. school coloured pants/shorts, white socks. The ELC has a small collection of "spare clothes" that may be used in the case of an emergency. If a child uses ELC spare clothes, parents are to wash them and return them to the ELC the following day. A plastic bag in which soiled clothing can be placed should also be provided (in the child's school bag). The ELC does not have the facilities to launder soiled clothing, and as such, all soiled items will be bagged and sent home.

The following general procedures in relation to toileting will be observed by ELC staff:

- ELC staff will build in scheduled toilet breaks into the daily routine eg. all children will be prompted to go to the toilet before morning tea, after lunch etc.
- ELC staff will allow children to go to the toilet freely during indoor and outdoor inquiry times. This will be explicitly discussed with children at the commencement of a school year.
- When large groups of children are moving through the bathroom during routine times, an ELC staff member will supervise the bathroom area, encouraging children to respect others' privacy, monitoring appropriate behaviour and reminding children of routine tasks such as flushing toilets and washing hands.
- At all other times, ELC staff members will be aware of children in the bathrooms and periodically check on children in the bathroom to ensure appropriate behaviour and provide assistance when necessary.
- If a child requests assistance with their toileting, eg. with wiping, ELC staff will encourage the child to "have a go" themselves. The staff member will then ascertain whether the child is adequately clean. If the staff member feels that it is necessary for the child's health and hygiene, they may offer to assist the child with further wiping. The child's right to refuse assistance will always be respected.
- If a child has a defecation "accident" while at the ELC, in the event of a second defecation "accident", the child's parents will be contacted and asked to collect the child. This is in the interest of their own child, and other children's, health and hygiene.
- ELC staff will treat a child who has had a toileting "accident" with dignity and respect. They will sensitively support the child to change into clean, dry clothes.
- When addressing any toileting issue, ELC staff will wear gloves.
- When addressing a defecation accident, ELC staff will bag and dispose of cleaning materials which may be contaminated with faeces.
- When assisting any child with their toileting, or following a toileting "accident", the ELC staff member involved will make other staff aware of who they are assisting.
- Any toileting assistance, including changing required following toilet "accidents", conducted by ELC staff will occur in the ELC bathrooms in full view of other staff and children.
- Cases of diarrhea (loose, watery stools or a frequent need to have a bowel movement) will be treated as an "infectious disease" and parents will be called immediately to collect the child. *"Exclude until there has not been vomiting or a loose bowel motion for 24 hours."* (Public Health and Wellbeing Regulations 2019-exclusion periods) (also see "Infectious Diseases Policy").

## AUTHORISATION

This policy was adopted by the Approved Provider of [FIRBANK GRAMMAR] on 1<sup>st</sup> March 2022.

**REVIEW DATE:** 01/01/2024